



Central Texas College



Associate in Applied Science in Office Management

STUDENT DATA:**NAME:** ROADMAP'S DEGREE**SSN:** 000-00-0000**Credit Required** **Potential Credit****Composition I (ENGL 1301) [EN024A]****3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

{DANTES Code = 11.07.00}

Public Speaking or Business & Prof. Spkg (SPCH 1315 or 1321) [CM002A]**3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

{DANTES Code = 04.10.00 or 14.10.01}

Col Algebra, Math for Bus/SocSci, or Elem Stats (MATH 1314, 1324, 1342)**3.00**

(Select from MATH 1314 College Algebra [Y48], MATH 1324 Math for Business and Social Sciences, or MATH 1342 Elementary Statistical Methods [Y53].

This requirement may be filled with college level testing credit.)

{DANTES Code = 14.01.00 or 14.09.00 or 14.09.06}

Fine Arts / Humanities Elective**3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

{DANTES Code = 08.06.00 or most 08.XX.XX series}

Social / Behavioral Science Selection**3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

Physical Education Electives**2.00**

(Visit the CTC website for a description of courses available.) {DANTES Code = 18.01.00 or 18.03.00 or 18.09.00 or 18.16.00}

Principles of Accounting I (ACCT 2301 or ACNT 1325) [AC025A,AC011A]**3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

{DANTES Code = 03.01.00}

Principles of Accounting II (ACCT 2302 or ACNT 1326) [AC025A,AC011A]**3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

{DANTES Code = 03.01.00}

Principles of Management (BMGT 1303) [MG001A]	3.00
(College credit by examination may apply. Visit the CTC website for a description of this course.)	
{DANTES Code = 03.10.00}	
Office Management (BMGT 1325) [MG003A]	3.00
(Visit the CTC website for a description of this course.)	
Human Resource Management (HRPO 2301) [MG002A]	3.00
(College credit by examination may apply. Visit the CTC website for a description of this course.)	
{DANTES Code = 03.13.00}	
Computer Applications I (POFI 1301)	3.00
(Visit the CTC website for a description of this course.)	
Integrated Software Applications (ITSC 1409) [OF033A]	4.00
(CVisit the CTC website for a description of this course.)	
Word Processing (POFI 2301) [OF006A]	3.00
(Visit the CTC website for a description of this course.)	
Business Communications I (POFT 1302)	3.00
(Visit the CTC website for a description of this course.)	
{DANTES Code = 05.03.06}	
Administrative Office Procedures I (POFT 1309) [OF011A]	3.00
(Visit the CTC website for a description of this course.)	
Business Math and Machine Calculations (POFT 1325) [OF001A]	3.00
(Visit the CTC website for a description of this course.)	
Keyboarding and Document Formatting (POFT 1329) [OF010A]	3.00
(Visit the CTC website for a description of this course.)	
Administrative Office Procedures II (POFT 1349) [OF002A]	3.00
(Visit the CTC website for a description of this course.)	
{DANTES Code = 03.10.04}	
Business Communications II (POFT 2312) [CM007A]	3.00
(Visit the CTC website for a description of this course.)	
{DANTES Code = 03.10.12}	
Records and Information Management I (POFT 1319) [OF012A]	3.00
(Visit the CTC website for a description of this course.)	
{DANTES Code = 03.04.04}	
Spreadsheets (POFI 1349) [OF002A,OF034A]	3.00
(Visit the CTC website for a description of this course.)	

Office Management Electives (POFI/POFT)**3.00**

(College credit by examination may apply. Visit the CTC website for a description of this course.)

{DANTES Code = see 03.XX.XX series}

Excess or Duplicate Credit

TOTAL	69.00	0.00
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Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: www.soc.aascu.org should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in

residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

DEGREE PLAN LEGEND:

SH = Semester hours
VOC = Vocational, not relative to an academic degree
LL = Lower Level, i.e. courses at the Freshman/Sophomore level
UL = Upper Level, i.e. courses at the Junior/Senior level
GL = Graduate Level (sometimes recommended by ACE for very complex courses)
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes*
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes **

* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

** DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

Central Texas College (CTC) General Information

CTC is one of the largest providers of education to the military. CTC initiated on-site programs on Fort Hood in 1970 and in Europe in 1974. CTC's success at Fort Hood and Europe led to the explosive expansion of CTC's locations, including Fort Leonard Wood (Missouri), South Korea, and the Atlantic and Pacific Fleets in 1976. By the early 1980s, CTC offered programs to military personnel stationed in the Pacific Command, Alaska, and Panama as well as throughout the continental United States. Today, CTC consists of over a hundred administrative units referred to as campuses: the Central Campus, the Continental Campus, the Europe Campus, the Fort Hood and Service Area Campuses, the Navy Campus, and the Pacific Far East Campus. Committed to serving all students, CTC provides comprehensive programs and services for special populations such as the military.

The maximum amount of college level testing credit accepted by CTC is 45 semester hours. (Check with CTC counselors for acceptance of CLEP, DSST, or ECE examinations prior to taking each examination.)

Tuition per course: (Subject to change) The resident in-district tuition scale is at the rate of \$32 per credit hour.. The resident out-of-district tuition scale is at the rate of \$46 per credit hour. The nonresident tuition scale has a minimum of \$130 per credit hour The tuition listed does not include lab fees (listed below and in the College Catalog). Active duty military, reserve, guard, and family members will be required to prove that they (or their sponsor) are assigned to a unit in Texas each time they register, if they wish to receive an adjustment to the in-state tuition/in district fee rates.

To discuss your next step toward earning this degree with Central Texas College, contact:

Central Texas College Distance Education

Johnelle Welsh, Director, Evaluations

P.O. Box 1800

Killeen, TX 76540-1800

1-800-792-3348 ext. 1373

E-mail: johnellewelsh@ctcd.edu

Website: <http://www.ctcd.edu>

POLICY NOTES:

The maximum amount of college level testing credit accepted by CTC is 45 semester hours. (Check with CTC counselors for acceptance of CLEP, DSST, or ECE examinations prior to taking each examination.)

Transfer credit accepted by CTC may include up to 45 semester hours of non-traditional credit (military credit or college level testing). An academic residency of 25% of this degree must be taken through CTC - 17 semester hours.

Evaluation completed by: Charles Morrison

On: 31 July 2007